

UNCLASSIFIED  
**VACANCY ANNOUNCEMENT**

AMERICAN CONSULATE, FRANKFURT AM MAIN

Announcement No. 95-04	Vacancy Announcement: Nurse	Date: October 29, 2004
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**POSITION TITLE:** Nurse (96-032)

**LOCATION:** American Consulate General, Frankfurt  
Health Unit

**OPEN TO:** **U.S. citizens only:**  
**Not-Ordinarily Resident Citizens:**  
- Appointment Eligible Family Members (AEFMs);  
- U.S. citizen Eligible Family Members (EFMs)  
- U.S. citizen MOHs

**SALARY:** **Not Ordinarily Resident: FP- 06\* (US \$ 16,848 per year)**  
(Final position grade to be confirmed by Washington)  
\* Salaries listed are Full Performance Level: The successful candidate will be hired at a lower grade level (training level) should s/he not meet all requirements of the position.

**SCHEDULE:** **Part-time (20 hours/week) Job-Share Position**

**CLOSING DATE:** **Applications must be received by close of business  
November 26, 2004**

**SECURITY REQUIREMENT:** **Candidate must be required to obtain a U.S. Mission secret security clearance**

**PERTINENT INFORMATION – READ BEFORE APPLYING:**

· **Eligibility Requirements:** American citizens, who are not/not Appointment Eligible Family Members, Eligible Family Members or U.S. citizen Members of Household (MOHs) OFFICIALLY RECOGNIZED BY THE MFA, must possess a valid German residence and work permit in compliance with host government laws and regulations prior to application. The U.S. Mission cannot sponsor applicants for either permit EXCEPT FOR U.S. CITIZEN MOH'S. Local Hire Staff (LES) of U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

· **Selection Criteria:** When equally qualified, Appointment Eligible Family Members (AEFMs) and those with U.S. Veterans Preference will be given special consideration. The U.S. Embassy will consider issues such as conflict of interest, nepotism, residency status, and whether applicant has a work permit, in determining successful candidacy.

· **Application Procedures:** Interested candidates must submit the following to be considered for employment:

1. Application for U.S. Federal Employment (DS-1950) - covering the last **ten** years of employment; **or** 1/3
2. Instead of using forms DS-1950, a regular application (letter of introduction and current resume or curriculum vitae) may be submitted; **plus**

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with the application; *plus*
4. Any other documentation (e.g. copies of degrees earned, certificates of prior related employment, etc.), which supports the qualification requirements of the position as listed below.
5. Application language (letter of introduction and CV or resume) is English.

#### **SUBMIT APPLICATION TO**

American Consulate General  
Human Resources Office  
Attention: Jodi Brandenburg  
Siesmayerstrasse 21  
60323 Frankfurt

#### **POINT OF CONTACT**

Jodi Brandenburg  
Telephone: (069) 7535-3476  
Fax: (069) 7535-3477  
E-Mail: brandenburgjl@state.gov

### **QUALIFICATIONS REQUIRED**

**Note: all applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Only applications that address all criteria will be considered eligible.**

1. EDUCATION: Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required.
2. EXPERIENCE: At least one year of hospital or outpatient nursing is required.
3. LANGUAGE: English: Speaking/Reading/Writing: Level 4 (fluent).
4. KNOWLEDGE: Must have knowledge of general nursing principles and practice. Uses the professional nursing process including assessment, planning, implementation, and evaluation. Must have knowledge of current nursing technology and methods. Must be knowledgeable on medications, biologics, and immunizations generally used in American Medical practice. Additionally, must be able to administer adult and pediatric immunization program according to current CDC standards.
5. SKILLS: Must have strong interpersonal skills and a client-oriented disposition. Must have good working knowledge or experience in current health promotion recommendations in the U.S. population. Must have experience in management and procurement of expendable medical supplies and equipment for ambulatory standards of care.

### **BASIC FUNCTION OF POSITION**

This position functions as a fully credentialed/licensed professional nurse, providing basic nursing and health education services to eligible Consulate community members. Position is located in the U.S. Consulate General Frankfurt's Health Unit (HU) and is under the direct supervision of the Health Practitioner and overall supervision of the Regional Medical Officer.

#### **DEFINITIONS:**

1. **Appointment Eligible Family Members (AEFMs)**: is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets *all* of the following criteria:

- U.S. citizen;
- Spouse or dependent who is at least age 18;

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
- Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
- And does **NOT** receive an U.S. government annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. **Eligible Family Members (EFMs)**: Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.

3. **Member of Household (MOH)**: A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will resides at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).

4. **Ordinarily Resident (OR)**: A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. *OR applicants must be residing in country to be eligible for consideration.*

5. **Not-Ordinarily Resident (NOR)**: A non-host country citizen (U.S. citizen or foreign national) who, although temporarily legally resident in the host country, is not permanently resident. AEFMs, EFMs and MOHs of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law. *AEFMs/EFMs need not be in country in order to be considered for employment.*

An Equal Opportunity Employer